



Notes to Video Tutorial

Tutorials #2 & #3 – Animal Data Entry (Introduction and Conclusion)

The Individual Animal Form is the central management piece of Cow Sense. This form enables adding, editing, and reviewing animal characteristics and performance. **Access the Individual Animal Form at any time by clicking on Manage>Individual from the Task Pane on the left.** If Cow Sense has just been launched, you can also access the Individual Animal Form directly from the Get Started Wizard by clicking on the “GO” button at the bottom right.

Navigation

The “Pick List”, located on the left of the Individual Animal screen, allows you to select an animal to edit or view. By default, all Active animals in the herd are displayed on the Pick List. To narrow the list down, use the filter options found at the top left. The herd can be filtered by Animal Status, Animal Type, or Sex. The number of records that fit the criteria will appear in red at the top center of the screen.

There are several methods to navigate the Pick List. One option is to use the Scroll Bar at the right of the list to scroll up and down the listing. Also, use the up/down arrows on the keyboard and press the “Enter” key to select the animal record you wish displayed. Or, if looking for a specific animal, simply begin typing its visual ID anywhere on the Individual Animal screen and the Pick List will display matching records. A list of recently viewed animals appears at the bottom of the Pick List. Click “Clr Tag” to return to all records that meet the filter criteria. To reset your filter and return to all records, click the “Clear” button at the top.

To view an individual animal’s record in detail, click on its Visual Tag from the Pick List. Summary information about the animal will appear in red in the middle of the screen. Notice that you can load a photo of the animal if desired. To view the image larger, simply double-click on the thumbnail. Click on the enlarged version to return to the animal’s record. If you wish to remove the photo, click the “Clear Image” button.

Detailed information about the animal will appear on the right. Tabs across the top of the screen designate categories. These categories and selected fields are displayed as a result of your selection in Standard Field Set-up. As you click on a Category, data fields will appear beneath the tab. **Animal information can be entered and edited directly on this form.**

A list of the animal’s progeny can also be accessed via this form under the **Progeny** Tab. To view one of the progeny animals in more detail, simply click on its Visual Tag. Return to a previously viewed animal by clicking on the ID in the “Recent Animals” list on the bottom left of the screen.

The Individual Animal Form contains both a separate **Notes** tab and an Identity Comment Field under the **Identity** tab. The identity comment field is the place to make a remark on the animal's appearance or phenotype. The **Notes** tab is the place to record any other notes about the animal. The date will be auto filled when recording notes.

Cow Sense Nx Gen offers a tremendous number of identifiers, traits, and measures, to describe and analyze your cattle. **The user has complete control and can choose to show or hide data fields** according to individual record keeping needs and preferences. If you wish to see more or fewer categories or fields on the Individual Animal Form, close the form and click on **OPTIONS>DATA FIELDS>STANDARD FIELDS**. Place a check-mark next to all the fields you wish to utilize in Cow Sense. Un-check any fields that aren't relevant to your operation. You can also remove an entire category if desired. Click "Close" once your selection is complete. Changes will be reflected upon return to the Individual Animal Form.

Data Entry

When Cow Sense is first installed and opened, the "active herd" will be the sample herd. This sample herd is useful when becoming familiar with Cow Sense and for testing unfamiliar tasks. The name of the current herd appears in the lower left corner of the screen. **Click on File>New from the main menu bar to set up your own herd file**. In the "Save As" box, type a name for your herd next to "File Name". Click "Save" to save your new herd file and set that herd file as the default. Notice that your herd name is now listed near the lower left corner of the screen.

Current version 4 customers should take note that you can convert your existing herd file to Nx Gen by clicking on "File>Convert". The converter will launch and you can select both your Version 4.8 herd file and your new, empty Nx Gen herd file. Click "Run" to proceed with the conversion. (See the NG Guide to Herd Conversion NGG 001 for more detail).

Once your new herd is created, you can begin entering data into Cow Sense. Click on **Manage>Individual**. If not converting a herd from a previous Cow Sense herd file, notice that the herd file is empty and the data entry form is blank. You'll want to enter all current animals when you establish a new herd database. Add any additional animals later as they enter the herd or breeding program from outside sources.

Enter as little or as much information as you wish on your animals. Please note, however, that animal **Sex, Type, and Status are required**. All other fields are optional. The status field is used for recording whether the animal is currently active or gone from your herd. Remember that you can use the tab, enter, or arrow keys to move from field to field on the data entry form. In order to reduce data entry time, click the "Preset" box to automatically populate future records with any data that will repeat for additional animal records. **After completing data entry, click "Save" to add your new animal to the herd.** Click the "New" button and continue for all remaining animals. Notice that if you checked the "Preset" box on a previous entry, the corresponding data will already be filled in for the current record.

When you click “New”, all data fields that you have selected will appear in the Individual Animal Form. Once you save the record, however, only the fields relevant to the animal type selected will appear. For example, if entering a breeding cow, the scrotum field will appear. However, after pressing the “Save” button, scrotum will no longer be a data option. The MPPA field works the same way when entering bull records.

When entering calves, you may enter as much or as little data as desired, as long as the required fields are covered. If you record birth weights, you can do so on the **Performance** tab. Note that if recording a birth weight and, later on, a weaning weight, the adjusted weights and ratios will be calculated via a performance update, which will be covered in a later tutorial. If you don’t record individual weights on your calves you can turn these fields off as previously described. Also, see the additional methods (and the respective Tutorials) for data entry available from the Processing Wizards from the Manage Menu > Process.